

Town of Caledon

make a difference



Job Title: Senior Planner, Policy (Permanent Full-Time)
Closing Date: Until Filled

Want to be a part of something big? Caledon is poised to be the fastest growing community in Ontario and the growth will happen in the context of a unique community that is home to 3 of the world's biospheres!

Come join the dynamic and growing Strategic Policy Planning team at the Town of Caledon and be a part of creating and implementing a new, modern, innovative Official Plan to guide future growth!

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Strategic Policy Planning, this role is responsible for taking a lead role in policy development, through researching, interpreting, analyzing, monitoring, and reporting on key performance indicators (as outlined in Provincial, Regional and Town policies), preparing and recommending policy directions/options, project management, and stakeholder engagement activities. As the Senior Planner, Policy you will perform the following duties, including but not limited to:

- Contribute to the completion of a new, modern, innovative Official Plan for the Town
- Project manage Secondary Plans and other planning policy studies to lay a solid foundation for growth and development
- Work closely with other Town staff to integrate the Town's Climate Change Action Plan, Transportation Master Plan, and other plans into Secondary Plans and other policy planning documents
- Conduct independent data collection, research, and analysis on a range of planning issues related to the Town's Official Plan to ensure it conforms with the Planning Act, the Provincial Policy Statement, applicable provincial plans, and the Peel Region Official Plan
- Prepare and present reports with recommendations to Council related to both planning policy and development matters
- Present studies, policies, and applications at Public Information Meetings



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- Review policy initiatives of other agencies to protect and advance the Town's interest
- Prepare evidence for Municipal Boards and Tribunals with minimal supervision and represent the Town of Caledon at substantive hearings on matters assigned by the Manager, Strategic Policy Planning
- Represent the Department at meetings with Provincial, Regional, Municipal, and Conservation Authority staff, as well as Niagara Escarpment Commission hearings, Committee of Adjustment hearings, public meetings, Council meetings etc.
- Coordinate public consultation meetings pertaining to planning policy matters and present policy initiatives to interest groups, stakeholders, and the public
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking an enthusiastic planning professional with a post-secondary degree in Planning or a closely related field and is a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (OPPI), and/or with the Canadian Institute of Planners (CIP). Project Management education is an asset. Our ideal candidate has a minimum of 5 years' experience in professional planning in a municipal or public sector environment including experience and responsibilities for policy development, strategic planning, interpreting, analyzing, and recommending policy directions/options and project management activities.

Our ideal candidate has thorough knowledge of the Ontario Planning Act regulations and procedures, and other Provincial legislative, regulatory and policy framework with demonstrated experience in interpreting and translating legislation into policy and proficiency in MS Office applications and computer-based planning software. We are seeking an individual with the ability to establish and maintain effective working relationships with a diverse group of stakeholders, including the ability to communicate clearly and effectively both orally and in writing. The ideal candidate has excellent interpersonal skills, public facilitation, and conflict resolution skills, and demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.

The successful candidate for Senior Planner, Policy will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$107,888.29 to \$132,218.17, plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **filled**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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